

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

November 13 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, October 28: Parks & Recreation Advisory Board meeting

Wednesday, October 30: Public Safety Trunk or Treat

Thursday, October 31: City-wide Trick or Treating (dusk-8 pm)

Tuesday, November 5: Planning Commission work session

Thursday, November 7: Board of Architectural Review, Old Town Advancement Commission meetings

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The inaugural Public Safety Chili Cook Off was a great success! Check out the recap video with a list of winners [here](#).

City Manager's Takeaways

Attended quarterly meeting of the Northwestern Regional Juvenile Detention Center Commission.

Halloween is Thursday. All residents and drivers are asked to stay aware of their surroundings and be safe. Watch for increased pedestrian and vehicular traffic and report any suspicious activity to the Winchester Police Department.

Public Safety

Winchester Police

- Met with the SPCA to discuss the budget.
- Met with administration of Handley High School.
- Attended APCO/NENA/Interoperability Conference.
- Attended a financial crimes conference.
- Conducted Drug Court, massage parlor, and C-CAP follow-ups.
- Held SWAT, Firearms, RISSAFE, and Crisis Negotiation trainings.
- Submitted photos to the Valor Awards for Unit Commendations.
- Participated in Internal Investigations webinar.
- Completed two draft policies and began working on two more.
- Continued planning for the annual Public Safety Trunk-or-Treat on October 30, 5:30-8:30 pm (Shawnee Volunteer Fire Co.).
- Continued Fight the Fraud Inferno awareness campaign.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 12
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes: 16

Winchester Fire and Rescue

- Confirmed attendance of 23 of the 44 applicants for the written and physical ability firefighter test on November 1.
- Announced opening of Part-time Resource and Logistics Specialist position.
- Continued new ladder truck orientation training - plan to place the unit in service November 1, 2019.
- Assisted as a facilitator for the Northern VA Leadership Development Institute for Chief Officers.
- Taught a CPR recertification class for Emergency Communications Center employees
- Attended leadership seminar being present by Chief Bobby Halton.
- Completed annual inspections at Grafton facilities and Winchester Medical Center.
- Blasting operations began and finished at the Parks and Recreation construction site.
- Met with City School staff on the renovations of the former John Kerr Elementary School
- Attended the Winchester Fire and Rescue Foundation meeting.
- Hosted the inaugural Public Safety Chili Cook Off. Recap Video

Police Activity	#
Calls for Service	891
Crash Reports	12
DUI/DWI	1
Alarms/False Alarms	29/29
Directed Patrols	63
Directed Patrols (OTW)	7
Extra Patrols	151
Extra Patrols (OTW)	3
Traffic Citations	48
Traffic Warnings	51
Parking Tickets	118
Special Events	0/0
Permits Received/ Approved	68 rec'd YTD

Fire Activity	Fire Activity
Fire	1
Overpressure	0
EMS/Rescue	111
Hazardous Cond.	4
Service Call	13
Mutual Aid Given	4
Good Intent	12
False Alarms	6
Special Incident	0
Plan Review	1
Inspections	16
Reinspections	0

Emergency Management

- Completed Emergency Operations Plan (EOP) review and document reformatting. Made Emergency Support Function (ESF#6 – Mass Sheltering) revisions.
- Finalized Local Emergency Management Grant Program (LEMPG) documents for uploading to the VDEM grant server.
- Conducted Winchester Medical Center radio coverage testing with the Fire Department.
- Held mass sheltering discussion with Winchester Public Schools and Social Services.
- Completed Command Bus preparations for the upcoming Battlefield Half Marathon with the WPD.
- Conducted UAV program management demonstration at Jim Barnett Park.
- Finalized Remote Pilot 101 flight operations for two students (Communications staff).

Development Services

Economic and Workforce Development

- Attended the Chamber of Commerce Workforce Development Meeting.
- Participated in the Tech Coalition committee meeting.
- Worked on amendments to the Economic Development Authority website (developwinchesterva.com).
- Participated in a code enforcement inspection walk in Ward 2.
- Attended the Shenandoah University Business Symposium Planning Committee meeting.

Arts and Vitality & Old Town

- Responded to 3 new inquiries from event organizers.
- Reviewed, followed-up with organizer, and sent approval for 1 Special Event Application.
- Prepared documents for Old Town Advancement Commission (OTAC) Meeting to be held on November 7.
- Continued vendor outreach for Holly Jolly Holiday Market.
- Assisted 19 tourists and 10 locals at the Welcome Center.
- Worked on Main Street Virginia accreditation standards and continuing education.
- Continued planning the OTAC board retreat.

Planning

- Worked with legal counsel to refine proposed telecommunication facility Zoning Text Amendment to incorporate state- and federally-mandated provisions for small cell wireless facilities in advance of a Council work session discussion in November.
- Staffed the October 22 Council meeting where the rezoning of the National Gateway roundabout green space from HR-1 to B-1 was adopted.
- Continued review and rewrite of Chapter 4 (Economic Sustainability) edits for the update of the Comprehensive Plan. Also, started drafting proposed changes to Chapter 5 (Environmental Sustainability).
- Received formal submission of the site plan for the Senior Living Center project at 333 W. Cork Street.
- Reviewed possible PUD density amendment that would incorporate a wider array of density bonus provisions associated with New Urbanism.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Met with a filmmaker about local resources/assistance with filming locally.
- Had a discussion with a public relations firm about details surrounding potential month-to-month services beginning next year.
- Pre-recorded Tourism Tuesday – special guest was Heather McKay from Marker-Miller Orchards. Discussed their farm and events but also agritourism as an industry and how important it is here. [Listen](#)
- Working with Virginia Tourism's Canadian office to arrange a travel blogger visit in mid-November.
- Attended an inaugural Shenandoah Valley Tourism Partnership Advocacy Committee meeting.
- Worked on FY21 budget planning.
- Took fall photography at various locations in the City and County throughout the week.

Zoning and Inspections

- Completed:
 - 126 building permit inspections and issued 95 building/trades permits (\$329,905 valuation)
 - Significant projects:
 - 128 Medical Circle - interior entrance remodel (\$148,000)
 - 141 code enforcement inspections and initiated 56 new cases
 - 0 new business review (0 business, 0 home business)
 - Removed 23 signs from the public right of way (YTD=308).
 - Attended property maintenance training.

Permit #	Type	Address	Description	Value
19 00002045	MECH	203 E SOUTHWERK ST	NEW A/C & HEAT PUMP	\$5,375
19 00002046	MECH	205 E SOUTHWERK ST	NEW A/C & HEAT PUMP	\$5,375
19 00002047	MECH	201 E SOUTHWERK ST	NEW A/C & HEAT PUMP	\$5,875
19 00002044	MECH	207 E SOUTHWERK ST	NEW A/C & HEAT PUMP	\$5,375
19 00002042	MECH	209 E SOUTHWERK ST	NEW A/C & HEAT PUMP	\$5,875
19 00003712	NGAS	1870 AMHERST ST	REPLACE 3 ROOF TOP UNITS	\$15,000
19 00003705	NRRM	205 - 213 N CAMERON ST	INTERIOR RENOVATION	\$35,000
19 00003701	MECH	435 MOSBY ST	REPLACE A/C & FURNACE	\$13,500
19 00003704	RIFI	505 ELM ST	ADDITION	\$7,500
19 00003608	FEXT	202 E CORK ST	ALT TO SUPPRESSION SYSTEM	\$2,550
19 00003695	ELEC	204 RUSSELCROFT RD	SVC UPGRADE	\$3,000
19 00001843	LGAS	1001 E CORK ST	NEW UNIT HEATERS	\$2,800
19 00003554	ELEC	1031 ORCHARD AVE	SOLAR ARRAY	\$12,960
19 00002327	ELEC	100 N LOUDOUN ST	REMODEL	\$20,000
19 00003254	ELEC	733 TREYS DR	REMODEL	\$2,500
19 00002681	ELEC	24 BAKER ST	REMODEL	\$4,620
	PLBG		74 EXPANSION TANKS	\$150-200 EA
19 00002709	ELEC	3042 S100 VALLEY AVE	REMODEL	\$6,600
19 00003720	NGAS	788 JOHNSTON CT	REPLACEMENT FURNACE	\$100
19 00003709	NRRM	128 MEDICAL CIR	INTERIOR REMODEL OF ENTRANCE	\$148,000
19 00003727	MECH	422 MILLWOOD AVE	NEW AIR COND/FURNACES	\$9,000
17 00001128	PLBG	54 S LOUDOUN ST	NEW FIXTURES	\$1,000
Total: 95				\$329,905

Public Services

- Renovations in the Creamery Building are progressing and painting on the interior walls should begin next week. The project is on schedule for completion in early February.
- Began installing the water main extension to the new Parks maintenance building.
- Resuming the FY20 street repaving program (weather permitting) on October 28. Crews will be repaving Handley Avenue and Bellview Avenue.
- Began sidewalk repairs in the Washington/Stewart Street area.
- Sanitary sewer main replacement on N. Cameron Street is progressing. Updates are posted regularly on the N. Cameron Drainage Improvements Project web page.
- Attended the regular meeting of the Winchester Parking Authority on October 24.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,596
Water service lines replaced (number)	0	364
Water meters replaced (number)	33	2,061
Sanitary sewer mains replaced/lined (linear feet)	70	5,456
Sanitary sewer laterals replaced (number)	0	100
Sanitary manholes replaced (number)	0	38
Sidewalks replaced (linear feet)	545	28,049
Sidewalks repaired (linear feet)	0	105,457

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	10.01	Lane miles
	Potholes repaired	0	192	#
	Mowing	6.61	365.27	Acres
	Miles of streets swept	46.23	2,202.03	Miles
	Tons of leaves hauled	0	32.81	Tons
Trees	Dead/diseased trees removed	0	160	#
	Trees trimmed	3	454	#
	Stumps removed	11	193	#
Traffic	Street signs Installed/replaced	15	330	#
	Pavement markings repainted (City)	135	10,278	Linear feet
	Pavement markings repainted (contractor)	0	586,461	Linear feet
Refuse & Recycling	Refuse collected	121.89	5,315.14	Tons
	Recycling collected	40.68	2,014.17	Tons
	Large item pickups	3	178	#
Transit	Total passengers	3,011	112,234	#
	Revenue miles pick up/drop off	4,132	158,234	Miles
	Revenue hours pick up/drop off	388.32	14,604.18	Hours
Utility billing	Payments processed	1,399	58,747	#
	New bills mailed out	0	59,970	#
	Water services turned off (non-payment)	31	441	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	6.28	6.34	Million gallons/day
	Peak daily water demand	7.38	7.74	
Wastewater treatment plant	Average daily flow treated	6.03	8.28	Million gallons/day
	Peak daily flow treated	6.96	20.04	
Water distribution and wastewater collection	Water main breaks repaired	1	12	#
	Water meters read	1,006	62,896	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	980	120,918	Linear feet
	After-hours call outs	5	305	#
Engineering	Site plans reviewed	1	100	#
	Floodplain permits issued	7	100	#
	Utility as-builts reviewed	0	10	#
	Right-of-way permits issued	4	185	#
	Land disturbance permits issued	0	12	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	27	1,725	#
	Erosion and sediment notices to comply	1	20	#
Facilities Maintenance	Work requests completed	21	865	#
	Special events assistance	1	44	#
	Maintenance of pedestrian mall	32	1,389	Staff hours
Equipment maintenance	Total repairs completed	603	3,340	#
Winchester Parking Authority	Work requests completed	7	327	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	3	234	#
	Monthly rental cancellations	2	132	#
	Total monthly leases in all autoparks	+1	1,148	#
	Available monthly spaces in all autoparks	-1	264	#
	Hourly parkers (all four garages)	2,923	123,583	#
	Park-Mobile transactions	769	30,056	#
	Meter violations	89	8,369	#

Social Services

- Received 129 Benefit Program applications: 35 SNAP, 33 Medicaid, 2 TANF, 1 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 58 Home Energy Assistance Program
- Provided case management to:
 - 3,677 Medicaid cases
 - 1,554 SNAP cases
 - 67 TANF cases
 - 18 Auxiliary Grant cases
 - 56 individuals receive VIEW services
 - 57 families/99 children receive Child Care Subsidy Assistance.
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	145/94
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	4
Children in foster care	56
Entered/exited foster care	1/0
Adoption subsidy cases/adoptions finalized	58/1
Child Protective Service (CPS) case management load	49
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/2/133
CPS family assessments & investigations of alleged maltreatment	108
Family Service intakes	8
Adult Protective Service referrals	1
Adult services case management load	8
Adult guardianships/cases	2/75
Adult Protective Service investigations/intakes	15/8
Family Services Prevention case management load	5
Uniform Assessment Instrument screenings	0

Parks & Recreation

- Staffed and exhibit at the "For the Health of It" event at the Handley Library.
- Attended Virginia Recreation and Parks Service Conference Chair meeting.
- Provided Rotary Shelter for Public Safety Chili Cook Off.
- Held Safety Committee meeting.
- Reviewed bids for indoor pool sand filter replacement. Reviewed necessary repairs for outdoor pool.
- Working on 2020 Winter/Spring Guide, distributed first draft for review.
- Met with Shenandoah Valley Electric Cooperative relating to revisions in electrical service for cell installation.
- Completed Child and Adult Care Food Program paperwork.

Support Services

Innovation & Information Services

- Began payroll access audit after implementation of NOVAtime.
- Resolved connectivity issues in the War Memorial Building.
- Sent invitations to surrounding localities for NG911 workshop that will be held on December 6 in City Hall.
- Mapped GIS parcels for Towns at Brooks Manor.
- Added ten E911 address points to database for necessary parcels in the Towns at Brooks Manor.
- Met with PubWrks vendor and public works division to further discuss GIS data implementation.
- Created new voting ward/precinct maps for new website.
- Continued developing new public-facing tax parcel application.
- Completed testing of Naviline connectivity from Tourism.
- Continued O365 migration: Over 200 mailboxes migrated.
- Finalized testing plan for WAN infrastructure replacement.
- Completed George Washington Autopark switch staging and configuration.

Help Desk Requests	Count	Closed
Account Management	15	12
Applications	38	46
GIS	4	4
Hardware	15	17
Information Only	5	3
Infrastructure	5	6
No Action Required	10	10
Not Assigned	12	0
Procurement/Disposal	0	0
Reporting	1	0
Research	0	0
Total	106	98

Communications

- Distributed the October 22 CitE-News issue. [View](#)
- Handled 1 media requests for City information and staff interviews; 1 interview and 5 inquiries for WPD.
- Finished the sUAS (drone) certification course in preparation for the FAA Remote Pilot 107 written test.
- Wrote, recorded, edited, and released episode 20 of the Rouss Review podcast that features Public Services Director Perry Eisenach and details the Boscawen Street and several other improvement projects. [Listen](#)
- Created the Fall 2019 edition of the *RE:Source* Public Services newsletter to be inserted into upcoming utility bills.
- Provided Apple Blossom Mall with Color with a Cop posters.
- Created the magnet design for the car that will carry Vice-Mayor John Hill in the Old Town Holiday Parade.
- Created signage and continued to promote the Public Safety Chili Cook Off. Staffed, photographed/videoed, and provided event support to the Fire & Rescue Department.
- Edited [recap/thank you video](#) for the Chili Cook Off.
- Attended a neighborhood safety social media webinar.
- Added some refuse/recycling and transit information in Spanish to the website.
- Worked with I&S and vendor to fix TV channel equipment. The channel was lost for several hours during troubleshooting. Updated content.
- Began Google Analytics training.
- Began working on a Veterans Day campaign highlighting several City employees who have served their country.
- Continued the 2020 informational calendar [photo contest](#) (deadline: 11/8).
- Working on creating new Street Sweeping web page that will provide information and updates of where the truck is sweeping each day.
- Promoted several park programs/events.
- Began compiling list of community groups for information dissemination.
- Continued working on the website redesign.
- Researching 2020 Census Complete Count Committees/promotion.

311 Requests Received	#
FOIA	3
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	1
Ask a Question	2
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Citibot	1
Total/YTD	8/461

Date	City Press Releases
10/21	Annual Citizen's Academy provides inside look at City government - read
10/25	City residents encouraged to have fun, be safe this Halloween - read
10/25	Fire displaces two occupants on N. Loudoun Street - read

Date	Articles in <i>The Winchester Star</i>
10/19	Board mulls local oversight of artisan trail
10/21	Too chilly to go for a splash on the mall
10/23	Signs go up opposing elected city School Board referendum
10/24	Council OKs \$3.1M in tax incentives or site
	Photo: Maple takes on a seasonal shade (Jim Barnett Park)
	Changes proposed for vacation, sick leave
	Halloween Faire offers treats, games, movie on downtown mall
10/25	He's a miracle' - Friends, family turn out for crash survivor
	Need for new downtown autopark considered
	Commentary Open Forum: Just say 'No', Appointed school boards still make most sense
	Stirring up competition (photos from Public Safety Chili Cook Off on October 24)
	Garden Club dedicates bench at Abrams Creek Wetlands